

# minutes

## Special Policy Committee

MEETING HELD ON

WEDNESDAY 12 FEBRUARY 2025

### **Acknowledgement of Traditional Custodians**

The City of Joondalup acknowledges the traditional custodians of the land, the Whadjuk people of the Noongar nation, and recognises the culture of the Noongar people and the unique contribution they make to the Joondalup region and Australia. The City of Joondalup pays its respects to their Elders past and present and extends that respect to all Aboriginal and Torres Strait Islander peoples.

*This document is available in alternate formats upon request*

[joondalup.wa.gov.au](http://joondalup.wa.gov.au)

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**Note:**

Clause 15.10 of the City's *Meeting Procedures Local Law 2013* states:

*This local law applies generally to committee meetings except for clause 7.1 in respect of members seating and clause 7.8 in respect of limitation on members speaking.*

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## CITY OF JOONDALUP

### MINUTES OF THE SPECIAL POLICY COMMITTEE MEETING HELD IN CONFERENCE ROOM 1, JOONDALUP CIVIC CENTRE, BOAS AVENUE, JOONDALUP ON 12 FEBRUARY 2025.

#### ATTENDANCE

##### Committee Members:

Cr Daniel Kingston	<i>Presiding Member</i>
Cr Rebecca Pizzey	
Cr Lewis Hutton	<i>Deputy Presiding Member</i>
Cr John Raftis	
Cr John Chester	
Cr Phillip Vinciullo	

##### Observers:

Cr Adrian Hill.  
Cr Russ Fishwick, JP.

##### Officers:

Mr James Pearson	Chief Executive Officer
Mr Jamie Parry	Director Governance and Strategy
Mr Mat Humfrey	Director Corporate Services
Mr Mike Smith	Manager Leisure and Cultural Services
Mrs Kylie Bergmann	Manager Governance
Mrs Vivienne Stampalija	Governance Coordinator
Mrs Aalia Merchant	Acting Coordinator Recreation Services
Mrs Deborah Gouges	Senior Governance Officer <i>absent from 6.04pm to 6.11pm</i>

## 1 DECLARATION OF OPENING

The Presiding Member declared the meeting open at 6.03pm.

*The Senior Governance Officer left the Room at 6.04pm.*

## **2 DECLARATIONS OF FINANCIAL INTEREST / PROXIMITY INTEREST / INTEREST THAT MAY AFFECT IMPARTIALITY**

### **2.1 DISCLOSURES OF INTEREST AFFECTING IMPARTIALITY**

Elected Members (in accordance with clause 22 of Schedule 1 of the *Local Government [Model Code of Conduct] Regulations 2021*) and employees (in accordance with the Code of Conduct) are required to declare any interest that may affect their impartiality in considering a matter. This declaration does not restrict any right to participate in or be present during the decision-making process. The Elected Member / employee is also encouraged to disclose the nature of their interest.

<b>Name / Position</b>	Cr Adrian Hill.
<b>Meeting Type</b>	Special Policy Committee.
<b>Meeting Date</b>	12 February 2025.
<b>Item No. / Subject</b>	7.1 – Venue Hire Fees and Charges Policy – Opportunity for Affected Users to Present Directly to the Policy Committee (Ward – All).
<b>Nature of Interest</b>	Interest of Impartiality.
<b>Extent of Interest</b>	Cr Hill is known to the presenters for the Joondalup Brothers Rugby Union Football Club through his routine engagement with the north ward sporting club. Cr Hill is an observer Elected Member at the meeting.

<b>Name / Position</b>	Cr Lewis Hutton.
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<b>Nature of Interest</b>	Interest of Impartiality.
<b>Extent of Interest</b>	Cr Hutton's sister plays for the Currambine Netball Club.

## **3 APOLOGIES AND LEAVE OF ABSENCE**

### **3.1 APOLOGIES**

Mayor Albert Jacob, JP.

## **4 ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION**

Nil.

## **5 IDENTIFICATION OF MATTERS FOR WHICH THE MEETING MAY BE CLOSED TO THE PUBLIC**

In accordance with Clause 5.2 of the City's *Meeting Procedures Local Law 2013*, this meeting is not open to the public.

*The Senior Governance Officer entered the Room at 6.11pm.*

## **6 PETITIONS AND DEPUTATIONS**

The following summarised deputations were submitted to the Special Policy Committee meeting held on 12 February 2025:

### **DEPUTATION NO.1 – CURRAMBINE NETBALL CLUB INC**

Mr David Clark, of the Currambine Netball Club Inc, addressed the Policy Committee to share positive feedback about their venue hire experience. They represent a Category C, not-for-profit, incorporated Community Sports Club, celebrating its 20th season. The club has around 175 members and 25-40 volunteers, with a significant portion being City of Joondalup residents. They regularly hire Falkland Park netball courts for various seasons and have a large umpiring squad.

Despite initial concerns about the venue hire policy, their experience has been positive. The booking management software is user-friendly, though there are occasional delays with casual bookings.

### **DEPUTATION NO. 2 – HILLARYS PRIMARY SCHOOL**

The Hillary's Primary School were unable to attend the Special Policy Committee meeting on Wednesday 12 February 2025, and instead submitted a letter to the Committee.

1. Letter from Hillarys Primary School [6.1.1 - 2 pages]

### **DEPUTATION NO. 3 – JOONDALUP BROTHERS RUGBY UNION FOOTBALL CLUB**

Mr Liam Smyth, representing Joondalup Brothers and other ACSRA member clubs, highlighted the financial strain due to pitch fees at Arena Joondalup. Since moving there in 2011, fees have increased, threatening the club's sustainability. Council provided a 75% subsidy until 30 June 2025, which has been crucial for survival. However, the subsidy is ending soon, and the club may face the same financial challenges again.

Mr Smyth expressed concern that two potential outcomes could be disastrous for the club, its members, the community, and the city. It highlights the significant investment of time and resources by volunteers and the City to grow the club. Mr Smyth requested that the new *Venue Hire Fees and Charges Council Policy* includes a pitch fee rebate and treats the club like other community sports clubs, ensuring fees are fair and sustainable for future growth.

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**DEPUTATION 4 – KALLAROO EMBROIDERY GROUP**

Ms Helen Coyle, group leader of the Kallaroo Embroidery Group, expressed concerns about potential fee increases for using the Flinders Park Community Hall. The group, affiliated with the Embroidery Guild of WA, has 34 members and recently celebrated its 25th anniversary. Ms Coyle highlighted the group's role in promoting healthy aging, social interaction, and community enrichment. She emphasised that increased fees could make it difficult for members, many of whom are on pensions, to continue participating.

Ms Coyle appealed to the Council to maintain current fees, citing the importance of affordable activities for seniors and the group's contribution to the community's well-being.

**DEPUTATION 5 – KINGDOM POWER CHURCH INCORPORATED**

Mr Kenasi Kagisi, from Kingdom Power Church, addressed the Policy Committee and introduced the church, which holds services every Sunday at Warwick Community Hall. He discussed four main points:

- Relationship with the City of Joondalup: The church has a positive relationship with the City of Joondalup, especially in terms of communication, since they started using the Warwick Community Hall in November 2023.
- Fee Increase Issue: Despite a good relationship, there was a misunderstanding about a significant fee increase. After investigating, it was found to be due to a change in classification, which was resolved through communication.
- Safety Concerns: There was an incident involving a car fire outside the building when they arrived at the time of their booking, which was not communicated to the church in advance, causing concern.
- Building Usage: The church sometimes finds the hall in an unclean state due to previous users not cleaning up.

Mr Kagisi concluded by expressing gratitude for the cooperation of the City of Joondalup and emphasised the importance of safety and communication.

**DEPUTATION 6 – KITEBUD KITESURFING LESSONS PERTH**

Ms Sylvie Brassard, from KiteBud Kite Surfing Lessons in Perth, addressed the Policy Committee to explain that the fees for their permit at Pinnaroo Point have significantly increased, potentially up to four times the previous rate. This increase has forced them to raise their prices, making them less competitive compared to other kite schools in different councils. As a result, they have seen a 30-40% drop in customers this year, and students have expressed that their lessons are now too expensive.

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**DEPUTATION 7 – LIONS CLUB OF DUNCRAIG**

Ms Carmel Ward and Ms Helen Montgomery, from the Lions Club of Duncraig, spoke about the role of Lions Clubs in WA, Australia and Internationally. The Lions Club of Duncraig focuses on global causes like vision, diabetes, and childhood cancer. The Club raises funds for local and international projects, with 70% supporting local causes. Recent donations include \$2,000 to the Dandelion Foundation and \$4,000 to Grace Church for the homeless. The Club has also given \$2,800 to four schools for Year 12 scholarships, supporting students facing family challenges. In addition, they had a successful Australia Day event with a \$3,000 donation from the City of Joondalup. The club also conducts children's vision screenings in schools and assists with the XTR marathon/triathlon, providing volunteers for the events.

**DEPUTATION 8 – MUMS ON A MISSION PTY LTD**

Ms Rebecca Schelfhout, the founding director of Mums on a Mission, addressed the Policy Committee with regard to her outdoor group fitness company, which has been paying commercial permit fees to the City of Joondalup for 13 years. Ms Schelfhout addressed what she believes is an unfair increase in fees for personal trainers using public parks in the City.

Ms Schelfhout was critical of the Council's new fee structure for personal trainers, which increased from \$2,400 annually to \$12,000 for the same usage, a 403% rise. She argued this is unfair compared to other councils and penalises those following the rules. Ms Schelfhout urged a reassessment of the policy to ensure fairness and prevent small businesses from closing.

**DEPUTATION 9 – NORTHERN REVIVAL PENTECOSTAL CHURCH INC.**

Mr Oscar Yarankunze, pastor of Northern Revival Pentecostal Church, addressed the Policy Committee and spoke about the services held by the Church at the Currambine Community Centre every Sunday. Overall, the church is happy to hire the community hall. However, the church faced access issues on 12 January 2025, due to a malfunctioning swipe card and the absence of staff on Sundays to resolve such problems. Mr Yarankunze requested staff availability on Sundays to address these issues. He also expressed gratitude to the City of Joondalup for reducing the hiring fees for the community centre.

**DEPUTATION 10 – OCEAN REEF PROSTATE CANCER SUPPORT GROUP**

Mr Ray Lane, representing the Ocean Reef Prostate Cancer Support Group, addressed the Policy Committee to thank the Council and staff for their support, excellent facilities and for keeping the hire fees low for the group.

Mr Lane highlighted the group's budget constraints and reliance on the Prostate Cancer Foundation of Australia for insurance and to pay for the hiring fees of the meeting room. Mr Lane suggested some improvements for the meeting room, including dimmable lighting, a commercial-quality data projector, and better acoustics for members with hearing aids. Mr Lane also spoke about issues with the security card system and the cumbersome booking process, despite the helpfulness of staff.

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**DEPUTATION 11 – STRETCH AND RESTORE**

Ms Ruth Forbes, owner and operator of Stretch and Restore, spoke about her business which has offered eight weekly sessions at Kingsley Memorial Club rooms since 2020. Despite initial issues with new doors and swipe cards, City staff have been supportive. Problems with messy rooms from other clubs have been addressed with better storage. However, fee reductions have been offset by increased storage costs. Despite this, Ms Forbes remains committed to using the Council facilities without raising prices as she believes her classes for seniors are seen as a community service.

**DEPUTATION 12 – THE JOONDALUP BRIDGE CLUB INC.**

Mr Dirk Lapere, President of Joondalup Bridge Club, addressed the Policy Committee to highlight the club's challenges with the old fee structure, which was unfair compared to other hall users. Mr Lapere considers the new fee structure is fairer, transparent, and allows efficient online booking, reducing costs and enabling more activities. Mr Lapere praised City staff for their positive engagement and interactions with the club. Overall, Mr Lapere believes the changes have been positive, providing financial sustainability and enhancing community contributions.

**DEPUTATION 13 – THE MONTESSORI SCHOOL KINGSLEY**

Ms Queenie Massie, Business Manager at the Montessori School in Kingsley, shared her experiences with bookings at the City. Due to construction, the school's oval was unavailable, so they booked local parks for sporting activities. The City charges for use of the park which Ms Massie found unfair given their limited space and the desire for students to lead a healthy lifestyle, encouraging physical activity. Students were required to walk to the parks which was challenging on hot days. As a result, bookings were cancelled on short notice which meant the school still had to pay the fees.

**DEPUTATION 14 – WHITFORD JUNIOR CRICKET CLUB**

Mr Andrew Dunlop, President of the Whitfords Junior Cricket Club, introduced the club, emphasising its volunteer-driven nature and community involvement in the City of Joondalup. Mr Dunlop highlighted the financial impact of the *Venue Hire Fees and Charges Policy*, noting that the actual costs per player are higher than initially estimated. For the first half of the season, the club paid approximately \$2,900 in fees, with costs per player varying based on age group. The policy has partly led to a decline in participation, particularly among girls aged 15 to 18.

Mr Dunlop also discussed the practical challenges of the booking system, which requires advance bookings before knowing team numbers and fixtures. Mr Dunlop suggested working with the City to address these issues and aligning with the policy's objectives.



**Disclosures of Interest Affecting Impartiality**

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<b>Meeting Type</b>	Special Policy Committee.
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<b>Extent of Interest</b>	Cr Hutton's sister plays for the Currambine Netball Club.

**7 REPORTS****7.1 VENUE HIRE FEES AND CHARGES POLICY - OPPORTUNITY FOR AFFECTED USERS TO PRESENT DIRECTLY TO THE POLICY COMMITTEE (WARD – ALL)**

<b>WARD</b>	All
<b>RESPONSIBLE DIRECTOR</b>	Mr Mat Humfrey Director Corporate Services
<b>FILE NUMBER</b>	101271, 101515
<b>AUTHORITY / DISCRETION</b>	Information – includes items provided to Council for information purposes only that do not require a decision of Council (that is for 'noting').

**PURPOSE**

For Elected Members to allow hirers of the City's community hireable venues the opportunity to present directly to the Policy Committee on their hiring experiences under the *Venue Hire Fees and Charges Council Policy*, and on their use of the City's booking management software system.

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## EXECUTIVE SUMMARY

The *Venue Hire Fees and Charges Council Policy* applies a fee to all hirers of City venues under the principle that every hirer should be exposed to the venue's operational cost.

At its meeting held on 12 December 2023 (CJ286-12/23 refers), Council requested a review of the *Venue Hire Fees and Charges Council Policy* and the booking management software system, including:

- directly engaging with affected users, including those users being afforded the opportunity to present directly to the Policy Committee
- investigating the causes of the concerns from affected users.

Approximately 15 hirers expressed their interest in presenting on their hiring experiences to the Policy Committee directly.

*It is therefore recommended that the Policy Committee NOTES the information provided by affected users of the Venue Hire Fees and Charges Council Policy.*

## BACKGROUND

On 12 December 2023 (CJ286-12/23 refers), Council resolved in part as follows:

*"That Council:*

- 3 *REQUESTS the Chief Executive Officer commence a review of the Venue Hire Fees and Charges Policy and the booking management software system, including:*
  - 3.1 *Directly engaging with affected users including those users being afforded the opportunity to present directly to the Policy Committee;*
  - 3.2 *Investigating the causes of the concerns from affected users;*
  - 3.3 *Formulating propositions for analysis to either develop an amendment to the Venue Hire Fees and Charges Policy or confirm the existing Venue Hire Fees and Charges Policy;*
  - 3.4 *With a recommended timeframe for the review to be concluded no later than quarter one of 2025;*
  - 3.5 *A progress report to be presented to the Policy Committee in the third quarter of 2024."*

In accordance with clause 3.5 above, a progress report was presented to the Policy Committee at its meeting held on 2 September 2024. A review of the *Venue Hire Fees and Charges Policy* including community consultation outcomes is scheduled to be presented to the Policy Committee on Monday 17 February 2025 as requested in parts 3.2 and 3.4 above.

This Special Policy Committee meeting provides the opportunity for affected hirers to present as requested in part 3.1 above.

## DETAILS

At its meeting held on 12 December 2023 (CJ286-12/23 refers), Council resolved in part as follows:

*“That Council:*

**3**      *REQUESTS the Chief Executive Officer commence a review of the Venue Hire Fees and Charges Policy and the booking management software system, including:*

**3.1.**    *Directly engaging with affected users including those users being afforded the opportunity to present directly to the Policy Committee;*

**3.2.**    *Investigating the causes of the concerns from affected users;”*

The City undertook community consultation to seek feedback from regular and casual hirers of City buildings and public open spaces on their hiring experiences under the new *Venue Hire Fees and Charges Council Policy*, and on their use of the City’s booking management software system.

Notification about the community consultation and a copy of community consultation plan and material was sent to Elected Members on 14 June 2024.

Regular hirers were asked through the community consultation process if they would like the opportunity to present on their hiring experiences to the Policy Committee directly. Approximately 15 hirers expressed their interest in presenting to the Policy Committee.

### Issues and options considered

Options will be presented as part of the *Venue Hire Fees and Charges Policy Review*, scheduled to be presented to the Policy Committee on Monday 17 February 2025.

### Legislation / Strategic Community Plan / Policy implications

**Legislation**                      Not applicable.

### 10-Year Strategic Community Plan

**Key theme**                      3. Place.

**Outcome**                      3-4 Functional and accessible - you have access to quality community facilities that are functional and adaptable.

**Policy**                              *Property Management Framework Council Policy.*  
*Venue Hire Fees and Charges Council Policy.*

### Consultation

Not applicable.

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**COMMENT**

Further information including the community consultation outcomes report with feedback of all hirers surveyed is scheduled to be presented to the Policy Committee on 17 February 2025.

**VOTING REQUIREMENTS**

Simple Majority.

**OFFICER'S RECOMMENDATION MOVED Cr Kingston, SECONDED Cr Vinciullo that the Policy Committee NOTES the information provided by affected users of the *Venue Hire Fees and Charges Council Policy*.**

**The Motion was Put and**

**CARRIED (6/0)**

**In favour of the Motion:** Cr Kingston, Cr Chester, Cr Hutton, Cr Pizzey, Cr Raftis and Cr Vinciullo.

**Against the Motion:** Nil.

**ATTACHMENTS**

Nil

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## **8 CLOSURE**

There being no further business, the Presiding Member declared the meeting closed at 8.39pm the following Committee Members being present at that time:

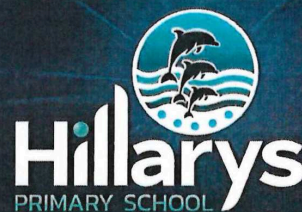
CR DANIEL KINGSTON  
CR REBECCA PIZZEY  
CR LEWIS HUTTON  
CR JOHN RAFTIS  
CR PHILLIP VINCIULLO  
CR JOHN CHESTER

## **12 FEBRUARY 2025 - SPECIAL POLICY COMMITTEE ATTACHMENTS**

<b>6.1 DEPUTATIONS.....</b>	<b>2</b>
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6.1.1 LETTER FROM HILLARYS PRIMARY SCHOOL.....	2
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**Connected • Engaged • Successful**



12 February 2025

City of Joondalup Policy Committee

90 Boas Avenue

Joondalup, WA, 6027

Subject: Venue Hire Fees and Charges Council Policy

Dear Members of the City of Joondalup Council Policy Committee,

Thank you for inviting Hillarys Primary School to speak regarding the new hire fee policy. We appreciate the opportunity to share our views and its impact with the Policy Committee.

Unfortunately, due to our current circumstance and previous commitments, we are unable to attend the meeting in person tonight. However, we kindly ask that you accept this letter as a formal submission of our thoughts on the matter.

At Hillarys Primary school we have over 500 students. Our school oval is not big enough to accommodate some of our school sports activities on occasion. These include our team games that are held on a Friday afternoon where one of our teams utilises Hillarys Park for 1 hour during Term 1 and part of Term 2, and our whole school faction carnival. Public schools do not make a profit and are limited as to what they can ask parents to pay.

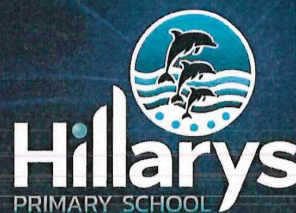
We had an issue with paying a fee for the 1 hour once a week due to:

- The school not being a business who is making a profit by charging the students,
- The school is unable to on charge the COJ fee to parents to recoup the costs
- The school being charged because our oval is too small, and one group of students would miss out on playing a team game.
- The oval is shared with the community, and it is during a quiet time at 2pm on a Friday afternoon.

When the fees were introduced in 2024, we believed that the school would be required to pay \$6.20ph, Category C, for a group of students to play sports as public schools do not make a profit.

When we were charged \$13.30ph we emailed the council to find out why and were informed that we would be charged \$66.30 which the council believed is the correct rate.

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In 2024 our revenue was \$5,711,945 of which \$4,939,070 was salary which are set by the Department of Education, \$508,757 in goods and services, leaving the school with a balance at the end of the year of \$140,323 for our roll over.

The \$140,323 is not a profit, public schools cannot make a profit, it is to cover all our December, January and February expenditure as schools do not receive their first quarter of their operation money until the end of February.

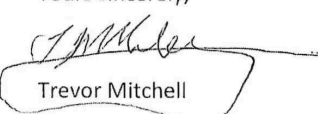
When we hire the Hillarys Park oval for our school faction carnival, we do believe it is fair to make a payment to COJ as we hire the oval for the day, and we use a lot of the space. We believe that \$13.30ph is a reasonable cost and we would be very happy if we were only charged \$6.20ph.

Our sports budget for was \$5,489.28 in 2024. Of that \$140 was spent on teacher curriculum resources and \$1,057.00 was spent on sporting equipment which was half of what was spent in 2023. The rest of the 2024 sports budget funds were spent on the school faction carnival and the interschool faction carnival.

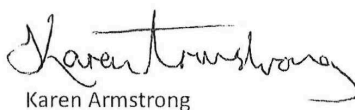
We hope that our feedback will be considered as part of your deliberations, and we remain open to further discussions on the topic at a later stage.

Thank you again for the opportunity, and we look forward to hearing the council's decision.

Yours sincerely,

  
Trevor Mitchell

Principal  
Services

  
Karen Armstrong

Physical Education Teacher

  
Monique Sperring

Manager of Corporate

Hillarys Primary School